



RESIDENTIAL PLAN REVIEW CHECKLIST

1, 2, and 3-Family Residences - 1999 ORC and 1999 CC Codes

I. ZONING

Site Plan Review. Include compliance with the City of Columbus Zoning Code.

- ☐ **A. Front Yard Setback**
 - ☐ 1. Platted building line, or
Deed record with building line, or
In-line with adjoining residences.
 - ☐ 2. Average of the setbacks of the two adjoining properties.
 - ☐ 3. Refer to Zoning staff.
- ☐ **B. Side Yard Setback**
 - ☐ 1. 20% minimum side yard width.
 - ☐ 2. In SR, R-1, R-2, R2-F, R-4 and R-3 districts - 5ft. Except:
 - A. Lots under 40ft.: allowed minimum 3 ft.
 - B. 5 ft. minimum setback on one side all lots above 40ft.
 - ☐ 3. 7 ½ ft. minimum setback in R, LRR, RRR and RR zoning districts on one side.
- ☐ **C. Rear Yard Setback**
 - ☐ 1. 25% of entire property area to be maintained as open rear yard.
 - ☐ 2. The area of a detached garage cannot be greater than 720 sq. ft. or 1/3 the area of the living quarters or habitable space above grade.
 - ☐ 3. Driveway must have a paved hard-surface
 - ☐ 4. Required parking
 - ☐ A. Minimum of 1 space behind setback.
 - ☐ B. Maximum of 1 space in front of setback.
 - ☐ C. 2 parking spaces are required per unit.
 - ☐ D. Drainage and driveway must comply with C. C. 4123.41 Grade of driveway between top of curb or edge of pavement and garage floor shall rise at least 1 ft.
- ☐ **D. The Zoning Code and C.C. 4113 further requires a site plan shows:**
 - ☐ All streets, alleys, roads, and drives.
 - ☐ All lot dimensions.
 - ☐ All easements.
 - ☐ Location of all buildings to scale.
 - ☐ Building setback lines.
 - ☐ Parking areas.
 - ☐ All residential site plans shall indicate garage location.
 - ☐ All residential site plans shall indicate the location of garages on adjacent lots if within 5 feet of the property line.
 - ☐ Utilities locations serving building or site are to be shown.

APPLICATION FOR ZONING CLEARANCE

An application for a Certificate of Zoning Clearance shall be submitted to the administrator and shall contain the following information in addition to that required by C.C. 3305.02:

- ☐ **A. Four Copies of a current survey of the property with a maximum contour interval of two feet.**
A smaller contour interval may be required to accurately designate the floodway and floodway boundaries.



- ☐ B. In addition to the information provided for the building permit, the following information shall be provided. Where base flood elevation data is utilized within areas of special flood hazard designated on the Zoning Map as a Flood Hazard areas of district, regardless of the source of such data.
- ☐ 1. The flood hazard/floodway fringe elevation.
 - ☐ 2. The location and quality as to area covered and depths of all proposed fill and excavation. All elevations to be in relation to mean sea level.
 - ☐ 3. The actual elevation above sea level of the lowest floor of each new construction or substantial improvement of a building or structure, and whether or not such building or structure contains a basement.
 - ☐ 4. Specifications for building construction and materials and flood proofing procedure as required by Columbus Code.
 - ☐ 5. The location and description of existing or proposed storage of materials
 - ☐ 6. The location and description of drainage facilities.
 - ☐ 7. For each new construction or substantial improvement of a flood proofed building or structure verify and record the actual elevation (above sea level) to which the structure is to be flood proofed and maintain the flood proofing certification required.
 - ☐ 8. The site survey and site plan shall be submitted on base maps of the same scale, which must be a minimum of one (1) inch equals 200 feet.

Certification by a registered professional engineer or architect that the proposed flood proofing methods for any building or structures meet the flood proofing criteria of Chapters 3385 and 4175 and of C.C. 4113 shall accompany the application.

- ☐ C. For development proposed within the floodway, the following additional information may be requested by the Administrator for review by an approved technical institute or other governmental agency as set forth in C.C. 3385:
- ☐ 1. A representative cross-section of the flood plain perpendicular to the direction of flow, showing the usual channel of the watercourse and the elevation of land areas adjoin each side of the channel of the watercourse within the designated flood plain.
 - ☐ 2. The location and quality as to area covered and depths of all proposed fill and excavation. All elevations to be in relation to mean sea level.
 - ☐ 3. The location and description of any floodway obstruction in the vicinity of the site.
- ☐ D. Statement that applicant has obtained or will obtain all necessary permits required by state or federal law. (Ord. 635-87)

II. BUILDING REVIEW

Site Plan. Grading and drainage Requirements

- ☐ A. **The Columbus City Code Section C.C. 4127 requires a site drainage plan with:**
- ☐ The proposed finish grade at all four corners of the building. This elevation must provide a 6" fall in the first 10' or 6" fall to the property line.
 - ☐ The proposed top of curb at the corners of the property must be shown. If no curbs, show pavement edge at street
 - ☐ Show the proposed floor elevation at the garage floor. The door must be 18" above street minimum.
 - ☐ Show all drainage swells abutting the subject lot and the drainage flow.
 - ☐ Show the finished ground floor elevation, finished floor is normally 12" to 20" above garage floor. Top of block is normally 8" above garage floor at door and 4" above garage floor at back of garage.



- ☐ Whenever any portion of a lot falls within the 100-year flood plain, the floor elevations for the crawl spaces and basements must be noted, together with the location of the boundary of the 100-year flood plain and flood plain elevation.
- ☐ Depressed driveway exception: Show on site plan method used to comply with code.
- ☐ **B. Foundation Plan**
 - ☐ 1. Adequate structure - footers sized per O.R.C. Section 403 (Standard is 8" x 16" for 8" block).
 - ☐ 2. Sump for basement.
 - ☐ 3. Foundation wall maximum height of unbalanced fill for 8" block is 4 feet depending on soil conditions. An engineered design is required for unbalanced fill over 4 feet for 8" block and over 6'-0" for 12" block foundation wall.
 - ☐ 4. Foundation Waterproofed: All foundations walls of habitable rooms located below grade or basements shall be waterproofed with membranes extending from the footing to finished grade. Provide a minimum 6" fall in the first 10 feet or 6" fall to the property line.
 - ☐ 5. Grade at foundation.
 - ☐ 6. Foundation drainage is required around the exterior of all foundations.
 - ☐ 7. Termite Protection: to be provided by termite block or physical barriers and treated wood.
 - ☐ 8. Anchor bolts: the sill or floor system shall be anchored to the foundation with 1/2" diameter, 15" long bolts placed 6 feet on-center and not more than 12 inches from the corners.
- ☐ **C. Floor Plans**
 - ☐ 1. All door and window openings, door swing (exterior and garage door type).
 - ☐ 2. All beams and headers sized and called out on plans for all load-bearing walls.
 - ☐ 3. Light and Ventilation: In bathrooms where natural light and ventilation are not provided, mechanically provide a change of air every 12 minutes. Bathrooms exhausts shall be vented directly to the outside of the building.
 - ☐ 4. Fire stop soffits.
 - ☐ 5. Fire separation of garages - 4" curb and 1/2" fire code drywall with minimum 1-3/8" solid wood door or equivalent
 - ☐ 6. Smoke detectors are required to be installed per O.R.C. 316.
 - ☐ 7. An emergency rescue window is required in every sleeping room with a minimum net opening of 5.7 square feet, a minimum height of 24 inches and minimum width of 20 inches. Emergency windows sills must be within 44 inches of the floor. The units must be operable from the inside to a full clear opening without the use of separate tools or special knowledge.
 - ☐ 8. A minimum 3 by 3 foot landing is required on the swing side of all exterior doors. The landing at the exterior door shall not be more than 8" below the top of the threshold.
 - ☐ 9. Smoke detectors are required in vicinity of each sleeping area and on each level. When actuated, detectors are to be audible in sleeping areas.
 - ☐ 10. Foundation walls of habitable rooms located below grade or basements shall be waterproofed with membranes extending from the footing to finished grade.
 - ☐ 11. Vent crawl space, as required by code.
 - ☐ 12. Provide fire stopping at soffit, drop ceilings and cove ceilings.
 - ☐ 13. Draft stopping: Provide as required.
 - ☐ 14. Insulation requirements are a minimum of R-30 in ceilings, R-13 in walls, R-19 for floors over unheated space or R-7 on perimeter walls when heated to 50 degrees, R-8 for heated slab and R-6 for unheated slab.
 - ☐ 15. RES-check compliance worksheet must be attached to drawings at submission.
- ☐ **D. Elevation Drawings** - of each exterior wall view.
- ☐ **E. Wall Section Details**
 - ☐ 1. Though variously constructed sections of houses showing from roofing down to footer.



- ☐ 2. Show size spacing and span of structural members.

☐ **F. Stair Section Detail**

- ☐ 1. Riser and tread dimensions - maximum 8-1/4" riser - minimum 9" tread.
- ☐ 2. Total rise and run dimensions.
- ☐ 3. Ceiling height clearance, minimum 6'-8".
- ☐ 4. Handrails are required on one side of stairways with 3 or more risers.
- ☐ 5. Required guardrails shall not allow passage of an object 4" or more in diameter.

☐ **G. Floor Framing Plan**

- ☐ 1. Size, spacing and span of all structural members.
- ☐ 2. All supporting beams, walls, columns and headers.
- ☐ 3. Simple floor systems may be superimposed on the floor plan as long as all information can be clearly included.
- ☐ 4. Live loads with 1/360 deflection.
 - ☐ 40# habitable rooms and hallways.
 - ☐ 40# sleeping rooms only.
 - ☐ 40# decks and balconies.
- ☐ 5. Wood species and grade lumber.

☐ **H. Roof Framing Plan** Design criteria, 15lbs. per sq. ft., dead load + 25 lbs. per sq. ft. ground snow load.

- ☐ 1. Size, spacing and span of all structural members.
- ☐ 2. All supporting beams, walls, columns, headers
- ☐ 3. Simple roof framing system may be superimposed on the floor plan.
- ☐ 4. For a complex roof system of multiple hips, gables, dormers and valleys, a separate framing plan is required - show support points.
- ☐ 5. Trusses: Attach all truss designs with Ohio Engineer's seal.
- ☐ 6. Asphalt shingle roofs shall comply with O.R.C. Section 903.

☐ **I. Masonry Fireplaces**

- ☐ 1. Plan and section view of construction.
- ☐ 2. No direct load bearing or additional structure is to be provided for such load bearing.
- ☐ 3. Ash pit.
- ☐ 4. Chimney height to be 2 ft. above roof within 10' horizontal.
- ☐ 5. 4" combustion air vent location to be shown in section and plan view.

☐ **J. Pre-Fab Fireplaces**

- ☐ 1. Plan an section view of construction.
- ☐ 2. Show attachment to building.
- ☐ 3. Fire stopping.
- ☐ 4. Chimney height above roof - show wind bracing to withstand 80 mph winds.

☐ **K. Mechanicals**

- ☐ 1. Warm air furnace: Combustion air, access, prohibited location, clearance, provided as required by code.
- ☐ 2. Fireplace or stove combustion air - wood or coal burning. In a new building, provide not less than a four (4) inch diameter duct directly from the exterior to within two (2) feet of the appliance.
- ☐ 3. Protection of pipes: Water piping shall not be installed in overhangs or exterior walls. All water piping shall be protected from the elements.
- ☐ 4. Provide sump pump drainage as required by code.